



FIRST SELECTMAN'S OFFICE

Clifford J. Hurgin Municipal Center, 1 School Street
Bethel, Connecticut 06801

Telephone: (203) 794-8148 Fax: (203) 794-0169

Matthew S. Knickerbocker, First Selectman
Richard C. Straiton, Selectman
Paul Szatkowski, Selectman

Wendy Smith, Office Administrator
Phyllis Kansky, HR Assistant

TOWN OF BETHEL - Social Services Director. **Part-time position.** Plan, organize, direct social services program, including emergency, financial, and medical assistance to the indigent; family and individual counseling; related emergency service programs of the Town. Bachelor's degree in social work, psychology or counseling and 3 years experience OR an equivalent combination of experience and training.

25 hours per week. \$25.00 per hour. No Benefits.

Resumes may be mailed to First Selectman's Office, 1 School Street, Bethel, CT 06801 or emailed to HR@bethel-ct.gov. Closing date for submittal: September 28, 2015.

EOE/M/F/V/D

Date: February, 2013

Town of Bethel

Title: Director of Social Services

Department: Social Services

Position Goal: To plan, organize, and direct a community social services program, including emergency financial assistance to needy Bethel families; short term family and individual counseling; emergency and service programs; related emergency service programs of the Town.

Primary Functions: Plan work according to assessment of needs of the Town. Prepare near-term and long-range plans and strategies to meet social service needs of the community.

Counsels and aids families or individuals seeking assistance of Social Services Department. Secures information on physical, psychological and social factors; interviews applicants; investigates needs; determines eligibility and authorizes emergency funds to vendors on behalf of applicants.

Assists eligible residents in obtaining food, shelter, medical care payments, and other emergency assistance. Makes referrals to organizations and other resources in region.

Enables and participates in raising funds for the Community Council of Bethel and distributes Council funds for one-time emergency resident needs.

Makes home visits, as required.

Prepares budget recommendations, administers the approved budget for the department.

Responsible for records and adequate accounting procedures of funds distributed to residents and reimbursed to Town.

Disseminates information to residents and assists such persons in learning about the community resources available to them and publicizes such resources and benefits.

Assists residents in applying for federal and other benefits available.

Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Work is usually performed in an office setting with the duties of the job requiring sitting for extended periods, standing, walking, lifting and/or moving up to 20 pounds.

Travel to make home-bound visitations or meeting with various groups will require close vision, distance vision, and peripheral vision, color perception and ability to adjust focus.

License or Certificate:

CT Motor Vehicle Operator's License.